

CIA INTERNAL USE ONLY

*Rec Mgmt 331
Supplies*

13 JUN 1960

Chief, Supply Division, Office of Logistics

Chief, Records Management Staff

Availability of Filing Supplies in Building Supply Rooms

1. Last November and December, we conducted three filing workshops, and in May we presented four more. In each of these workshops we recommended the use of certain filing supplies. After each workshop, however, we received complaints from students that some of the supply items were not available at their local Building Supply Rooms. Members of my Staff also had difficulty obtaining some of these items in sufficient quantity to make up Training Kits.

2. The filing supplies we refer to in our workshops are:

Form 119, Case File Charge Out Card
Form 135, Correspondence Cross Reference
Form 232, Correspondence Continuity Reference
Form 36-270, Correspondence Charge Out Card
Form 36-271, File Backing Sheet

Guide Cards, Pressboard, 1/3 cut, Angular metal tab,
letter and legal size
position one
position two (will be most in demand)
position three

Insert, Index Tab for metal index tabs, 1/3 cut

File Folders, Kraft, square cut, reinforced tab,
letter and legal size
w/o fastener
w/fastener in 1st position
w/fastener in 1st and 3rd positions

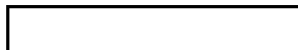
The Office of Training Clerical and Inductee Training Staffs also refer to these items in their regularly conducted courses.

3. I appreciate the fact that calls for these supplies may be sporadic, and that for some Building Supply Rooms the demand for them may not be too great. However, their demand throughout headquarters will continue. Agency regulatory issuances have

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

established these supplies as standard items; OTR and our own training programs will continue to promote their use. Therefore, I would appreciate very much your action to ensure that adequate quantities of these filing supplies are available in all Building Supply Rooms.



STAT

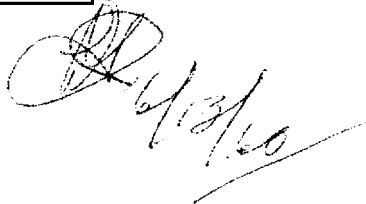
Distribution:

Orig & 1 - addressee

✓ 1 - RMS (Rec. Mgt)

1 - 

JEH
6/13/60


4/3/60

CIA INTERNAL USE ONLY